

# LOT LINE ADJUSTMENT APPLICATION

The following items must be submitted for consideration:

1. Two full size, folded Administrative Plats that meet the criteria of § 170-12C;
2. PDF files for all exhibits submitted;
3. A CAD file of the Administrative Plat;
4. A minimum of three Mylars and a digital copy of the plat shall be required upon approval of the Administrative Plat; and
5. Application fee. (\$200)

The following information must be provided for the application to be considered complete:

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (If there is more than one owner, attach a separate sheet.)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### LOT INFORMATION: (Attach a separate sheet, if needed.)

Legal Description: \_\_\_\_\_

Please answer the following questions (attach additional sheets if necessary):

- |  |          |
|--|----------|
| 1. Do all lots have the same zoning designation?                 | (Yes/No) |
| 2. Are the lots existing platted lots (not tax lots)?            | (Yes/No) |
| 3. Is there an existing building on any lot?                     | (Yes/No) |
| 4. Does the change maintain the same use of the property?        | (Yes/No) |
| 5. Are existing public right of way and utility lines unchanged? | (Yes/No) |

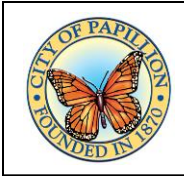
### Please note the following procedures:

1. Any applicable agreements or easement dedications and/or vacations associated with the administrative plat will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the applicant or property owner.
2. Please see the Planning Department's fee policy regarding revision/resubmittal fees.

I, the undersigned, fully understand I am responsible for determining if there are any occupied utility easements and that this approval has no effect on vacating or relocating easements and utilities.

\_\_\_\_\_  
Owner Signature (or authorized agent)

\_\_\_\_\_  
Date



## ADMINISTRATIVE PLAT CHECKLIST

The following information is required with the submittal under §170-12C:

- Date, title name and location of subdivision.
- Streets, street names, lots, setback lines, lot numbers and other similar information.
- Graphic scale and true north point.
- Survey monuments.
- Dimensions, angles, bearings and complete legal description of the property.
- Location, dimensions and purpose of any easements.
- Purpose for which sites are dedicated or reserved.
- Certification by surveyor or engineer certifying to the accuracy of survey and plat.
- Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
- Certification of administrative approval by the Planning Director, City Engineer and City Administrator.